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CONTENTS

1.0	PURPOSE	4
1.1	Scope	4
1.2	Policy	5
1.3	Definitions	6
2.0	REQUIREMENTS	6
3.0	RESPONSIBILITIES	6
3.1	222-S Laboratory Manager and ASPC Manager/Deputy Manager	6
3.2	First-Line Laboratory Managers	6
3.3	Laboratory Employees	7
3.4	Chemical Hygiene Officers	7
3.5	Chemical Hygiene Committee	9
3.6	Industrial Hygienist	9
4.0	PROCEDURE	9
4.1	Assess the Risk of Exposure and Chemical Reactions	10
5.0	CONTROL STRATEGIES	10
5.1	Engineering Controls	11
5.2	Chemical Hygiene Practices	12
5.3	Air Monitoring Requirements	13
5.4	Occupational Exposure Limits	14
5.5	Personnel Protective Equipment	14
5.6	Housekeeping	17
6.0	LABORATORY HAZARDOUS CHEMICALS	17
6.1	Identification of Hazardous Chemicals	18
6.2	Recognizing the Signs and Symptoms of Exposure	18
7.0	WORKING WITH PARTICULARLY HAZARDOUS SUBSTANCES	19
7.1	General Requirements	19
7.2	Use of Containment Devices, Such as Fume Hoods or Gloveboxes	19
7.3	Establishment of a Designated Area	20
7.4	Procedures for Safe Removal of Contaminated Waste	21
7.5	Contamination Protection and Decontamination	21
7.6	Additional Controls	23
8.0	CHEMICAL PROCUREMENT, STORAGE, AND DISTRIBUTION	24
8.1	Procurement of Chemicals	24

8.2	Receipt of Chemicals	25
8.3	Storage of Chemicals	25
8.4	Distribution and Movement of Chemicals	26
9.0	SIGNS AND LABELS	26
9.1	Signs.....	26
9.2	Labels	27
10.0	WASTE GENERATION	28
11.0	EMPLOYEE INFORMATION AND TRAINING.....	28
12.0	MEDICAL CONSULTATION AND EXAMINATIONS	29
12.1	Conditions Warranting Additional Medical Consultation or Examinations	29
12.2	Information Provided to Physician	29
12.3	Physician Response Requirements	29
13.0	SPILLS AND ACCIDENTS.....	30
13.1	Emergency Plan Requirements.....	30
13.2	Spills.....	30
13.3	Methods to Detect Spills or Releases.....	30
14.0	CORRECTIVE ACTION	31
15.0	ANNUAL REVIEW	31
15.1	Annual Review Elements	31
16.0	FORMS	31
17.0	RECORDS	32
18.0	SOURCES.....	32
18.1	Requirements	32
18.2	References	33

APPENDICES

Appendix A. Personnel Protective Equipment	35
Appendix B. Additional Information	37

ATS-310**222-S Laboratory Administration****222-S Laboratory Complex Chemical Hygiene Plan****Section 4.5****Revision 12****Issue Date: 12/17/2008****Effective Date: 12/17/2008****Page 3 of 37****Revision Status**

Revision	Effective Date	Description
11	12/16/2008	Made some minor editorial corrections and reference updated. Restated fume hood evaluation requires to be based on applicable standards as evaluated by engineering. Added requirement that refrigerators/freezers used to store flammable material meet the specifications of NFPA 45. Clarified labeling requirements for refrigerators/freezers in lab areas and chemical containers used for analysis. Updated emergency response section. Review designators EP, F, M, T, and W were added. Revised header format to indicate "Issue Date" and "Effective Date"; added "Revision Status" section. Position titles and references were reviewed and updated per direction found in TFC-MD-061. These changes are due to the new Tank Operations Contractor assignment.
12	12/17/2008	This editorial change is to add a reference (<i>ATL-MP-1035, Control of Working Hours and Working Alone</i>) to section 5.2.15.

NOTE – The revision status section was added to the 222-S Laboratory administrative procedures effective 12/16/2008. This section will be added to the procedures as they are revised. The procedure revision as of that date and future revisions will be reflected in this section.

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1.0 PURPOSE

This chemical hygiene plan fulfills the requirements of Occupational Safety and Health Standard 29 Code of Federal Regulations (CFR) Part 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories," issued by the Occupational Safety and Health Administration (OSHA). This plan addresses the following required elements as specified in the standard.

- Scope and Application
- Definitions
- Permissible Exposure Limits
- Employee Exposure Determination
- Chemical Hygiene Plan
- Employee Information and Training
- Medical Consultation and Medical Examinations
- Hazard Identification
- Use of Respirators
- Recordkeeping.

This procedure also implements the essential elements of Integrated Environmental, Safety, and Health Management System (ISMS), Core Function 2 "Analyze the Hazards" and Core Function 3, "Developed and Implement Hazard Controls" as referenced in ATL-MP-1032, ISMS Implementing Documents Matrix and ATS-MP-1014, ISMS Implementing Documents.

1.1 Scope

This chemical hygiene plan applies to all employees at the 222-S Laboratory Complex, both within Analytical Services Production Contractor (ASPC) and the Tank Operations Contractor (TOC), who are engaged in the laboratory use of hazardous chemicals.

At the 222-S Laboratory Complex, ASPC provides production analytical support, and TOC provides Analytical Process Development, laboratory infrastructure, maintenance, and facility operations support as the Tank Farm Contractor for the Department of Energy's (DOE) Office of River Protection. ATL-MP-1016, *Interface Control Document Between ATL and 222-S Facility Steward*, and CH2M-0601655, *Administrative Interface Agreement*, provide a more detail description of the interface agreements between ASPC and TOC, and where each contractor has different policies or procedures, the responsible contractor will be specifically addressed.

A copy of the plan is available on the ASPC and TOC Procedures web pages, which is accessible from both the ASPC and TOC main web pages. Both contractors' main web pages are accessible from the Department of Energy's Hanford Intranet web page (<http://www.rl.gov>).

Activities considered "laboratory use of hazardous chemicals" include chemical manipulations carried out on a laboratory scale and procedures using multiple chemicals in a laboratory setting.

The Occupational Safety and Health Administration (OSHA) laboratory standard applies to all employees engaged in the laboratory use of chemicals and, where it applies, supersedes all other OSHA health standards in 29 Code of Federal Regulations (CFR) Part 1910, Subpart Z, except for the following.

- The lower of OSHA's Permissible Exposure Limits (PEL) or American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLV) shall not be exceeded without additional protective measures (i.e., personnel protective equipment [PPE]).
- Where the action level is routinely exceeded, the exposure monitoring and medical surveillance requirements of the substance-specific OSHA standard shall apply if a separate standard exists.
- Eye or skin contact of any substance prohibited by any OSHA standard.
- If the chemical substance is produced for a user outside of the laboratory, compliance with the "Hazard Communication Standard" (29 CFR 1910.1200), including the requirements for preparation of material safety data sheets (MSDS) and labeling, shall be ensured.

The chemical hygiene plan does not apply to procedures that are part of a production process, maintenance, or operations-related activities that do not directly support laboratory analytical operations, even if such use occurs in the laboratory. When handling hazardous chemicals related to the above listed activities, refer to ATS-MP-1009, *Hazard Communication Program*, for additional requirements.

1.2 Policy

The 222-S Laboratory Complex policy is to provide a work place that is both safe and healthy for the employees and to prevent uncontrolled releases of hazardous chemicals to the environment.

The 222-S Laboratory Complex complies with OSHA, DOE orders, and Washington State Department of Ecology regulations, standards, and guidelines for safety in its laboratories, research facilities, and activities. The Complex strives to keep employee exposures to airborne chemicals as low as reasonably possible and below the occupational exposure limits.

Safety and health policies can be found at:

- (ASPC Employees) ATL-MP-1022, *ATL Safety and Health Policy*
- (ASPC Employees) ATL-MP-1028, *ATL Health and Safety Plan*
- (ASPC Employees) ATL-MP-1037, *Worker Safety and Health Program*
- (TOC Employees) TFC-POL-14, *CH2M HILL Safety and Occupational Health*
- (TOC Employees) TFC-PLN-43, *Tank Farm Contractor Health and Safety Plan*
- (TOC Employees) TFC-PLN-47, *Worker Safety and Health Program*

1.3 Definitions

See ATS-GD-1055, *Common Definitions Associated with Chemical Hygiene and Chemical Management*, for chemical hygiene plan definitions.

2.0 REQUIREMENTS

Compliance with OSHA Standard 29 CFR Part 1910 is required by DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*, and 10 CFR Part 851, *Worker Safety and Health Programs*.

3.0 RESPONSIBILITIES

3.1 222-S Laboratory Manager and ASPC Manager/Deputy Manager

The 222-S Laboratory Manager/Delegate and the ASPC Manager/Deputy Manager are responsible for providing a safe and healthy working environment for employees. This responsibility includes developing and implementing this chemical hygiene plan and overseeing programs to ensure that this plan has continued management support and adequate resources.

The 222-S Laboratory Manager (or delegate) and the ASPC Manager (or delegate) responsibilities include the following.

- 3.1.1 Appoint Chemical Hygiene Officers (CHOs).
- 3.1.2 Review laboratory activities and research operations to determine which jobs and procedures must be revised to incorporate safety and chemical hygiene measures for employee protection.
- 3.1.3 Ensure that first-line managers are following safety and health policies.
- 3.1.4 Provide and document training of employees for the chemical hygiene plan and the safe handling of hazardous chemicals.

3.2 First-Line Laboratory Managers

The first-line laboratory manager (or delegate) responsibilities include the following.

- 3.2.1 Ensure that operations involving hazardous laboratory chemicals are controlled by a procedure or test plan according to the requirements of Section 4.0.
- 3.2.2 Ensure work areas are inspected at least quarterly to ensure that:
 - Safe practices are being followed.
 - Hazardous chemicals are labeled.
 - Chemicals and containers appear to be in good condition.
 - Usable hazard information is readily available and used.
- 3.2.3 Ensure employees are trained to the chemical hygiene plan and know how to safely handle hazardous chemicals before work begins.
- 3.2.4 Identify appropriate chemical storage locations.

- 3.2.5 Review and update laboratory procedures to incorporate appropriate safety and health measures, as applicable to the first-line laboratory manager's organization.
- 3.2.6 Be knowledgeable of the current requirements concerning regulated substances.
- 3.2.7 Ensure protective equipment is available and processes are in place to ensure it is in working order.

3.3 Laboratory Employees

Laboratory employees have the following responsibilities.

- 3.3.1 Follow approved laboratory procedures or test plans (see Section 4.0 for additional information on laboratory procedures).
- 3.3.2 Immediately notify manager of safety or health issues associated with performing procedures.
- 3.3.3 Follow the requirements of this chemical hygiene plan.

NOTE – *Labels are not required on containers of hazardous chemicals intended for immediate use by laboratory personnel and not left unattended, although labeling these containers is a good practice.*

- 3.3.4 Maintain labels on all containers of hazardous chemicals as required by:
 - (ASPC Employees) LO-120-007, *Proper Labeling of Secondary Containers at 222-S Complex*
 - (TOC Employees) ATS-LO-120-007, *ATS Proper Labeling of Secondary Containers at 222-S Complex*
- 3.3.5 Know how to access and use MSDSs (Hanford website is: <http://www7.rl.gov/msds/>).
- 3.3.6 Know emergency procedures, and participate in emergency activities.
- 3.3.7 Inform manager of any potentially unsafe acts or conditions, including laboratory ventilation, changed labels, or equipment needed for working safely.
- 3.3.8 Inform manager if any employee experiences symptoms or signs of possible overexposure to hazardous chemicals.

3.4 Chemical Hygiene Officers

3.4.1 TOC Company-Level Chemical Hygiene Officer

The TOC company-level CHO has the following responsibilities:

- a. Provide oversight to the 222-S Chemical Hygiene Plan and supporting contracts for TOC.
 - b. Ensure consistency between company chemical management procedures and this chemical hygiene plan.
 - c. Participate on the Chemical Hygiene Committee.
- 3.4.2 Laboratory Chemical Hygiene Officer

The Laboratory CHO has the following responsibilities through direct responsibilities or supporting contracts:

- a. Provide technical assistance and guidance to all levels of management within both TOC, as requested, and ASPC in developing and implementing laboratory safety and chemical hygiene practices. Assist technical authorities to incorporate these practices into procedures, work plans, test plans, and other operations.
- b. Know the current requirements for chemical management, laboratory safety, chemical hygiene, labeling and storage of hazardous chemicals, waste management, and emergency response to chemical splashes or spills.
- c. Ensure a list of particularly hazardous substances is available on the 222-S Laboratory/ASPC webpage. This list shall be reviewed and updated as needed, at least annually.
- d. Ensure a list of reactive and time-sensitive chemicals is available on the 222-S Laboratory/ASPC webpage. Ensure the list is reviewed and updated as needed, at least annually, in accordance with the requirements of ATS-LO-150-062, *ATS Management of Reactive and Time-Sensitive Chemicals in the Laboratory*.
- e. Chair the Chemical Hygiene Committee, and seek ways to improve the chemical hygiene program.
- f. Call periodic meetings of the Chemical Hygiene Committee at least annually, more frequently, if needed.
- g. Maintain Chemical Hygiene Committee documentation (record material).
- h. Ensure hazardous chemicals are managed in accordance with requirements of:
 - (ASPC Employees) LO-150-063, *Chemical Management*
 - (TOC Employees) ATS-LO-150-063, *ATS Chemical Management*; and
 - (ASPC Employees) ATL-MP-1016, *Interface Control Document Between ATL and 222-S Facility Steward*, Interface Agreement I, "Chemical Management"
 - (TOC Employees) CH2M-0601655, *Administrative Interface Agreement*
- i. Monitor procurement, use, and disposal of chemicals in the lab.
- j. See that appropriate assessments are maintained in accordance with the requirements of:
 - (ASPC Employees) ATL-MP-1020, *Assessment Program Plan*
 - (TOC Employees) TFC-PLN-10, *Assessment Program Plan*

3.5 Chemical Hygiene Committee

The Chemical Hygiene Committee has the following responsibilities.

- 3.5.1 Ensure the 222-S Laboratory/ASPC training program(s) adequately covers the requirements of this chemical hygiene plan.
- 3.5.2 Evaluate laboratory practices and policies for compliance with this chemical hygiene plan and governing standards.
- 3.5.3 Publish recommendations or findings to management in order to improve or correct the program.
- 3.5.4 Complete the annual review of the chemical hygiene plan, and update as needed.
- 3.5.5 The Chemical Hygiene Committee shall be made up of the following personnel:
 - Laboratory CHO (Chair)
 - TOC company-level CHO
 - Industrial Hygienist
 - Environmental Programs representative
 - Analytical Chemistry first-line manager/team lead
 - Chemist
 - Chemical technician
 - Radiological Controls representative
 - Training representative
 - Other personnel as necessary to address chemical hygiene plan issues.

3.6 Industrial Hygienist

- 3.6.1 Support the laboratory CHO and the Chemical Hygiene Committee.
- 3.6.2 Review and approve laboratory technical procedures, as required.
- 3.6.3 Direct exposure monitoring if there is reason to believe the occupational exposure levels routinely exceed the action level (see Section 5.3).
- 3.6.4 Approve new chemical purchases. Provide special labeling or hazard control information (e.g., carcinogen), as needed.
- 3.6.5 Review annually the 222-S Hazards and Controls Inventory, update as appropriate.
- 3.6.6 (ASPC Health and Safety Representative) Review and approve worksite hazard analyses for laboratory technical and operating procedures, as required.

4.0 PROCEDURE

No one shall perform chemical-related laboratory operations in the 222-S Laboratory Complex unless covered by an approved laboratory procedure or test plan.

Technical procedures, which are located on the 222-S Laboratory/ASPC Procedures web pages, shall be developed, maintained, and controlled according to the requirements of:

- (ASPC Employees) ATL-312, Section 11.16, "Technical Procedure Control Process"
- (TOC Employees) ATS-310, Section 11.16, "Technical Procedure Control Process"

Test plans shall be developed and authorized in accordance with the requirements of:

- (ASPC Employees) ATL-312, Section 4.09, "ATL Laboratory Test Planning"
- (TOC Employees) ATS-310, Section 1.9, "Laboratory Test Planning"

4.1 Assess the Risk of Exposure and Chemical Reactions

Plans and procedures that include the use of laboratory chemicals shall use the following steps to assess the risk of exposure and chemical reactions. These are the minimum evaluation requirements. For occupational carcinogens, reproductive toxins, and highly toxic chemicals, the requirements in Section 7.0 must also be addressed.

4.1.1 Identify both the initial chemicals and, where feasible, the chemical products and the circumstances of use in the planned chemical process, as required by:

- (ASPC Employees) ATL-312, Section 11.16.1, "Writing and Formatting Guide for ATL Laboratory Analytical Procedures"
- (TOC Employees) ATS-310, Section 11.16.1, "Laboratory Analytical Procedure Writing and Formatting Guide"
- (ASPC Employees) ATL-312, Section 4.09, "ATL Laboratory Test Planning"
- (TOC Employees) ATS-310, Section 1.9, "Laboratory Test Planning"

4.1.2 Consult sources of chemical hazard information, including, but not limited to, the MSDS. Other sources of chemical hazard information are:

- Bretherick's Handbook of Reactive Chemical Hazard
- SAX's Dangerous Properties of Industrial Material
- The Merck Index
- ExPub database by Expert Publishing, LLC
- National Fire Protection Association (NFPA) codes and Standards

4.1.3 Using the Worksite Hazard Analysis worksheet and Laboratory Addendum:

- a. Evaluate potential hazards such as toxicity, flammability, corrosivity, reactivity, and instability, including possible routes of exposure.
- b. Select appropriate measures to minimize exposure and risk using the control strategies specified in Section 5.0, including the identification of any PPE.
- c. Prepare for contingencies and emergencies that may be reasonably anticipated.
- d. Incorporate hazard information and controls into the procedure, as needed.

4.1.4 Perform waste compatibility assessment, as required by ATS-310, Section 6.4.5, "Waste Stream Fact Sheet Development and Issuance (Predesignation of Waste)."

5.0 CONTROL STRATEGIES

The 222-S Laboratory has established and implemented a hazard prevention and abatement process. This process ensures all identified and potential hazards are prevented or abated in a timely manner. Controls are selected to mitigate or minimize risk of exposure to a hazard.

The hierarchy of controls that shall be used are:

- 1) Elimination or substitution of the hazards where feasible and appropriate.
- 2) Engineering controls where feasible and appropriate.
- 3) Work practices and administrative controls that limit worker exposures.
- 4) Personal protective equipment.

Whenever feasible, hazards identified during analytical process development or review, as specified in Section 4.1, are mitigated by substitution or elimination.

These controls shall be identified through the use of the worksite hazard analysis and addendum in Section 4.1.3 and be incorporated into chemical- and activity-specific procedures, as necessary. For occupational carcinogens, reproductive toxins, and highly toxic chemicals, the additional controls identified in Section 7.0 must also be incorporated.

5.1 Engineering Controls

The primary engineering control used to minimize employee exposure to hazardous chemicals is properly designed, tested, and operated local and general ventilation. Personnel shall use fume hoods, gloveboxes, or hot cells when called for by procedure, work plan, or test plan. Personnel shall not perform work in any fume hood, glovebox, or hot cell that does not meet established minimum operating parameters. Parameters are identified in activity or facility-specific procedures.

In general, air-flow patterns within the laboratory provide a flow of air in occupied areas to direct contaminants away from the breathing zone of personnel. The 222-S Laboratory ventilation system is designed to change laboratory room air approximately seven times per hour.

5.1.1 Laboratory Fume Hoods

The laboratory fume hood ventilation system operates to maintain the average exhaust flow velocity at the face of laboratory fume hoods, in accordance with guidance from ACGIH. Fume hood performance testing requirements and frequency are specified based on evaluation of applicable standards to the 222-S Laboratory Complex. Formal scheduling and tracking systems are used to document appropriate testing.

To help maintain maximum efficiency of the fume hood:

- a. Ensure the hood sash is positioned within the established operating range before beginning work, unless otherwise approved.
- b. Ensure the requirements for the usage of laboratory fume-hoods located within the radiological controlled areas are followed before starting any work. The radiological laboratory fume-hood use procedures are:
 - *(ASPC Employees) LO-161-003, Fume Hood Use in the Radiological Controlled Laboratory*

- (TOC Employees) ATS-LO-161-003, *ATS Fume Hood Use in the Radiological Controlled Laboratory*
- c. Place chemicals and apparatus at least 6 inches behind the face of the hood, when possible. Quantitative fume hood containment tests reveal that the concentration of contaminants in the worker's breathing zone can be 300 times higher from a source located at the front of the hood than from a source located at least 6 inches back.
- d. Avoid swift arm and body movements in front of or inside the hood. These actions may increase turbulence and reduce the effectiveness of fume hood containment.
- e. When possible, place equipment as far back into the hood as practical without blocking the bottom baffle.
- f. Minimize equipment, chemicals, and waste containers inside the hood, as practical.
- g. When possible, position yourself so the hood sash is between your face/upper body and the work being performed. The sash is the primary barrier protecting you from a spill or splash.
- h. Minimize foot traffic past the face of the hood. Wakes or vortices form behind a person who is walking and these vortices can overcome the fume hood face velocity and pull contaminants out of the hood.
- i. When possible to safely do so, separate and elevate each instrument in the hood by using blocks or racks so that air can flow easily around all apparatus.

5.1.2 Hot Cells and Gloveboxes

Hot cell and glovebox ventilation operate to provide a differential pressure between the room and the work process or operation. Differential pressures and air flows should be evaluated every three months to verify operating parameters.

5.2 Chemical Hygiene Practices

5.2.1 Follow approved procedures or test plans.

5.2.2 Know the location of water for flushing, in case of exposure to hazardous materials. Locations of water include, but are not limited to, safety showers, eyewash stations, room sinks, etc.

5.2.3 Minimize chemical exposures.

5.2.4 Avoid skin contact with chemicals. Wear appropriate and approved PPE (see Section 5.4).

5.2.5 Avoid spreading contamination from hazardous chemicals by removing outer layer of gloves after handling hazardous chemicals.

5.2.6 Ensure adequate ventilation.

- 5.2.7 Do not apply mouth suction or pressure for any laboratory activity; use only the proper equipment.
- 5.2.8 To the extent possible, use unbreakable containers, and check containers for signs of deterioration.
- 5.2.9 Use secondary containers such as acid/base safety carriers when moving hazardous chemicals between storage locations or work stations.
- 5.2.10 Store chemicals in accordance with the recommendations of the manufacturer based on chemical compatibility, as specified by:
- (ASPC Employees) LO-150-063, *Chemical Management*
 - (TOC Employees) ATS-LO-150-063, *ATS Chemical Management*
- 5.2.11 Know the hazards of the chemical before use. Review MSDSs or question chemists, management or Industrial Hygienist to ensure understanding. Appendix B lists several hyperlinks to web pages that contain additional information about chemical hazards.
- 5.2.12 Eat, smoke, or perform other personal activities outside of laboratory work areas. In addition, do not store food or smoking paraphernalia in laboratory work areas.
- 5.2.13 Do not bring potentially contaminated PPE, hazardous chemicals, or used glassware into areas such as offices, lunchrooms, and restrooms.
- 5.2.14 Maintain vigilance for unsafe acts and conditions.
- 5.2.15 Do not work alone within facility laboratories without the knowledge and approval of management if the procedure being conducted is hazardous. For additional requirements see:
- ATS-310, Section 11.12, "Shift Turnover and Minimum Staffing Guidelines for 222-S Laboratory Complex";
 - **(ASPC Employees) ATL-MP-1035, *Control of Working Hours and Working Alone***
 - (TOC Employees) TFC-ESHQ-S_SAF-C-03, *Control of Working Hours and Working Alone*.
- 5.2.16 When working outside normal day-shift hours, notify the chemical technologist performing surveillance duties per requirements of ATS-310, Section 1.5, "Entry Control."
- 5.2.17 Evacuate the work area immediately if an uncontrolled chemical reaction occurs. Notify management immediately.
- 5.2.18 Recommend washing hands after exiting laboratory area.

5.3 Air Monitoring Requirements

OSHA 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories," requires initial and periodic measurements of the employee's exposure if there is reason to believe that exposure levels for a substance routinely exceed the action level (50% of the

Occupational Exposure Limit [OEL], as specified in Section 5.4). Management must notify the employee of the result within 15 working days after receipt of the monitoring results.

Supplemental exposure monitoring will be performed for new chemicals and/or processes not previously evaluated in RPP-33642, *Airborne Chemical Monitoring Review for 222-S Laboratory*, when there is reason to believe the change will result in an exposure level that routinely exceeds the action level of any regulated substance. Additionally, exposure monitoring may be performed to address potential transient upset conditions at the direction of facility management. Conditions under which exposure monitoring is performed are established between the industrial hygienist and representatives of the various work areas. Exposure monitoring shall be conducted in accordance with:

- (ASPC Employees) ATL-MP-1016, *Interface Control Document Between ATL and 222-S Facility Steward*
- (TOC Employees) CH2M-0601655, *Administrative Interface Agreement*
- (ASPC Employees) ATL-312, Section 10.03, "Industrial Hygiene Program and Interfaces"
- (TOC Employees) TFC-PLN-34, *Industrial Hygiene Exposure Assessment Strategy*

Exposure monitoring data shall be maintained in accordance with TFC-ESHQ-IH-STD-03, *Exposure Monitoring, Reporting, and Records Management*.

5.4 Occupational Exposure Limits

At the 222-S Laboratory Complex, the maximum airborne concentration of a chemical to which a worker may be exposed is the lower of the OSHA PELs or the ACGIH TLVs. Airborne concentrations of chemicals may be present as a vapor, mist, or dust. This approach will ensure that we are complying with the requirements of 10 CFR 851, *Worker Safety and Health Program*, which sets the legal limit for DOE contractors as the lower of the PELs or TLVs.

To ensure these exposure limits are not exceeded, an administrative control level of 10% of the occupational exposure limit is used to determine if further information gathering is warranted to establish frequency and extent of subsequent monitoring and, along with other methods, to decrease uncertainty of exposure assessment.

If the exposure assessment determines that any substance may exceed the action level, which is 50% of the occupational exposure limit, then additional medical surveillance, increased air monitoring (see Section 5.3), and designated area postings are required (see Section 7.0).

The use of an administrative control level is consistent with that taken by OSHA in the substance specific standards and is similar to the approach followed by the radiological protection program in limiting the occupational doses to as low as reasonably achievable. This approach has been modeled after the approach described in TFC-PLN-34, and will be used to limit the airborne release of chemicals or dusts.

OSHA's PELs can be found in 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances."

5.5 Personnel Protective Equipment

Before use, PPE must be inspected by the person wearing the equipment to determine that it is the PPE designated to be used for the activity and it is functioning properly. The person using the PPE must be trained to know when it is required, what PPE is required to wear, how to properly don that PPE, and any limitations of the PPE. It cannot be assumed that the PPE used to meet the requirements of a Radiation Work Permit (RWP) will meet the requirements for activities involving chemicals.

Any work or work areas requiring the use of PPE must be identified to the employee through the use of signs, procedures, or training. Procedures or test plans shall specify when chemical-resistant clothing, such as aprons, boots, arm sleeves, gloves, or fully body suits, are required and are above the general controls of the work location (e.g., the RWP requires the procedure to be completed in a hood with “surgeon gloves,” and the work is being completed in an arm-ported fume hood, which provides good splash protection).

General dress requirements shall be based on the nature of the work, exposure potential in work areas, and expected climatic conditions. Operations requiring the use of chemical-resistant clothing shall identify the materials needed to provide protection against the class of chemicals encountered. For example, if protection is needed for an acid, the procedure may state “acid-resistant apron, such as PRV.” If a full chemical suit is needed, more specific material information is needed.

If required for the PPE, the requirements of the American National Standards Institute (ANSI) must be met and verified by the ANSI code mark or etching.

When using hazardous chemicals, the PPE shall be based on the following:

- Hazardous properties of the chemical (i.e., is it toxic, flammable, corrosive, carcinogenic, cryogenic, etc.)
- The physical properties of chemicals (gas, liquid, solid)
- The container condition (open, closed, material on exterior of container, container integrity, etc.)

Refer to TFC-ESHQ-S_IS-C-02, *Personal Protective Equipment*, for additional requirements associated with personal protective equipment.

5.5.1 Eye and Face Protection Requirements

Safety glasses with permanently attached side shields are the minimum level of eye protection required for any type of work with or around hazardous chemicals, hazardous chemical products, or flying objects, such as fragments, large chips, particles, sand, or dirt.

The safety glasses must meet the ANSI Z87.1 standard. Glasses meeting this standard are marked on the frame or lens. Prescription eyeglasses are not safety glasses unless they have permanently attached side shields, shatter-resistant lenses, and frames that meet the ANSI Z87.1 standard.

Splash goggles must be worn any time there is a reasonable chance of chemical splash or spray without mitigating factors. Splash goggles shall have indirect ventilation and form

a tight seal to the face. Splash goggles must meet ANSI Z87.1 standards. Face shields used in conjunction with safety glasses can be substituted for splash goggles.

Employees may use chemical splash goggles as a substitute for safety glasses any time the worker feels more comfortable with goggles.

Face shields protect the eyes, face, and neck from chemical splashes and spray as well as flying particles.

- Face shields shall be worn with safety glasses for complete protection.
- Face shields are necessary any time there is a severe risk of splash or spray or if the material in use is highly hazardous (for example, pouring fuming nitric acid) and there are no mitigating factors. Materials at extreme temperatures such as liquid nitrogen also require face shields.

A reasonable chance of chemical splash or spray is defined as:

- Working with highly corrosive substances, 29 CFR 1910.1200, "Hazard Communication," defines corrosive chemicals as those chemicals that cause visible destruction of or irreversible alterations in living tissue by chemical action at the site of contact. Chemical substances such as dilute acids, bases, oxidizers, or reducing agents with a concentration of ≤ 5 percent are not highly corrosive.
- Pouring any hazardous chemical from or into containers where the height of any part of this transfer is above chest level.
- Mixing liquids that can expel container contents due to a physical or chemical reaction. Examples include diluting concentrated acids into water (exothermic) or adding acids to carbonate solutions (gas evolution).
- Total hand-poured quantity is greater than 5 liters.
- Working directly with pressurized or evacuated systems where the potential for chemical splash or spray is likely to occur. Working with any pressurized or evacuated systems constructed of glass should be considered as an operation where a chemical splash or spray is likely to occur.
- Working adjacent to someone else performing any of the above tasks.

Mitigating factors:

- A hood sash between the face and the work.
- Other engineered barriers such as splash shields or component cabinets between the face and the work.
- If the quantity being poured is of an amount that no material would reach the face. This does not include mixing of chemicals.
- The material being used is noncorrosive, nonirritating, and not pressurized.

5.5.2 Head Protection Requirements

Head protection (hard hat) shall conform to the specifications of ANSI Z89.1. Refer to TFC-ESHQ-S_IS-C-02, *Personal Protective Equipment*, for additional requirements associated with head protection.

5.5.3 Foot Protection Requirements

In areas where hazardous chemicals are handled, used, or stored, and protective footwear is not required, substantial footwear shall be worn. Substantial footwear is footwear (shoe or boot) with sturdy construction that fully encloses the foot and has a semi-rigid, gripping, non-slip sole pattern. Shoes that do not completely cover the foot, such as high heels, clogs, moccasins, or sandals, shall not be worn. If an exposure potential exists, a chemical-resistant foot covering may be required.

Protective footwear (i.e., safety shoes with steel or hard toes) shall always be worn when moving or carrying the following sample carriers: pigs, mini-pigs, lead shield containers, or hedgehogs. Protective footwear shall conform to the specifications of ASTM F2413-05.

5.5.4 Hand Protection Requirements

Hand protection shall be provided to the employee and worn when there is a potential for injury due to exposure from hazardous chemicals, severe cuts or lacerations, severe abrasions, punctures, or extreme temperatures. Selection of hand protection shall be based on published product information, dexterity requirements, and the hazard exposure potential.

See Appendix A for additional guidance in selecting gloves to be used with common laboratory chemicals.

5.5.5 Respiratory Protection

When respiratory protection is required, the requirements and controls established in TFC-ESHQ-S_IH-C-05, *Respiratory Protection*, shall be followed.

5.5.6 Additional PPE Requirements

Long hair shall be restrained when working around rotating or moving equipment. Generally, it is a good practice to restrain hair when using hazardous chemicals.

5.6 **Housekeeping**

Housekeeping is essential for maintaining a safe and healthy work area. Minimize the amount of equipment, chemicals, and waste containers stored inside of the hood. Each employee is responsible for keeping his/her work area clean and neat. In accordance with ATS-310, Section 9.2, "Safety Inspection Program," housekeeping inspection requirements shall include documented quarterly housekeeping inspections with corrective action initiated immediately to resolve identified deficiencies.

6.0 **LABORATORY HAZARDOUS CHEMICALS**

The laboratory has over 1,000 different chemical products, which, in total, may contain more than 500 different chemical compounds. Common laboratory chemicals include:

- Acids, such as sulfuric acid, hydrochloric acid, acetic acid, and nitric acid.
- Bases, such as sodium hydroxide, potassium hydroxide, and ammonium hydroxide.
- Oxidizers, such as 30% hydrogen peroxide solution, fuming nitric acid, sodium persulfate, and sodium nitrate.
- Flammable liquids, such as acetonitrile, methanol, ethanol, hexane, and toluene.
- Highly toxic substances, such as sodium fluoride, potassium dichromate, sodium cyanide, and nitrogen dioxide.
- Carcinogens, such as methylene chloride, or potassium dichromate.
- Reproductive toxins, such as toluene.

Laboratory chemicals, including those listed above, may have one or more health or physical hazards associated with them. Because the laboratory has so many different chemical products, it is not feasible to list in this document all the chemical products located at the laboratory, nor is it possible to list all the physical and health hazards or the expected signs and symptoms of exposure associated with those chemicals.

Therefore, prior to using chemical products, personnel must ensure that they are familiar with the hazards associated with the type of chemical products being used and the expected signs of symptoms of exposure with that chemical class.

6.1 Identification of Hazardous Chemicals

MSDSs and chemical labels are among the best sources for identifying the hazards of laboratory chemicals. The health and physical hazards of chemicals can be identified on either the MSDS or the label through a combination of words, symbols, and numbers.

Common hazardous chemicals that can be encountered in the laboratory may include corrosive substances, flammable substances, oxidizing agents, carcinogens, reproductive toxins, and toxic substances.

See ATS-GD-1055, *Common Definitions Associated with Chemical Hygiene and Chemical Management*, for definitions of various chemical hazards.

6.2 Recognizing the Signs and Symptoms of Exposure

Most chemicals at the laboratory fit into specific hazard classes, which have similar signs and symptoms associated with exposure. Like the hazards associated with the laboratory chemicals, the signs and symptoms of exposure to all the chemicals present at the laboratory are not feasible to list.

Employees must recognize that common symptomatic responses of the body, such as dizziness, light-headedness, nausea, irritating or burning sensations on skin or eyes, or unusual tastes (e.g., soapy, metallic, bitter, or pungent) are not normal and could be indicators of a chemical exposure.

See ATS-GD-1055, *Common Definitions Associated with Chemical Hygiene and Chemical Management*, for definitions of various chemical hazards and the common signs and symptoms of exposure associated with those chemical hazards.

7.0 WORKING WITH PARTICULARLY HAZARDOUS SUBSTANCES

Particularly hazardous substances are occupational carcinogens, reproductive toxins, and highly toxic chemicals.

7.1 General Requirements

Procedures and work plans that include the use of occupational carcinogens, reproductive toxins, or highly toxic chemicals shall include an evaluation of each of the following elements to control employee exposure:

- Establishment of a designated area
- Use of containment devices such as fume hoods or gloveboxes
- Procedures for safe removal of contaminated waste
- Decontamination procedures.

This evaluation is documented through the use of the Worksite Hazard Analysis (see Section 4.1) and with the written justification provided at the time a new particularly hazardous substance is procured (see Section 8.1).

The determination of the need for control methods should be based on the following factors:

- Total amount of hazardous material to be used
- Properties (volatility, particle size)
- Proposed activity (heating, aerosol formation)
- Worker's level of experience
- Degree of the potential hazard.

7.2 Use of Containment Devices, Such as Fume Hoods or Gloveboxes

Where possible, work areas shall be set up in laboratory fume hoods or in other isolated systems (i.e., gloveboxes or hot cells) in order to prevent the release of material into external laboratory environment (i.e., laboratory room). No work with particularly hazardous substances shall be conducted in uncontained areas (i.e., the laboratory benchtop) if action levels (50% of the occupational exposure limit, as described in Section 5.3) may be routinely exceeded or can reasonably be expected to be exceeded. All work with the following OSHA regulated carcinogens at or above the concentration listed shall be, at a minimum, in a laboratory fume hood.

Regulated Carcinogen	CAS No.	Concentration
4-Nitrobiphenyl	92-93-3	0.1%
alpha-Naphthylamine	134-32-7	1.0%
methyl chloromethyl ether	107-30-2	0.1%
3,3'-Dichlorobenzidine (and its salts)	91-94-1	1.0%
bis-Chloromethyl ether	542-88-1	0.1%
beta-Naphthylamine	91-59-8	0.1%
Benzidine	92-87-5	0.1%
4-Aminodiphenyl	92-67-1	0.1%
Ethyleneimine	151-56-4	1%
beta-Propiolactone	57-57-8	1%
2-Acetylaminofluorene	53-96-3	1%
4-Dimethylaminoazo-benzene	60-11-7	1%
N-Nitrosodimethylamine	62-75-9	1%

7.3 Establishment of a Designated Area

Generally, working with hazardous chemicals in a designated area is discouraged, and all possible control strategies (see Section 5.0) shall be implemented prior to the establishment of a designated area. Designated areas (also called regulated areas by many OSHA substance specific standards) shall be set up in work areas where employee exposures could routinely exceed or be reasonably expected to exceed the regulated substance action level or, in the absence of an action level, 50% of the lowest occupational exposure limit (see Section 5.3).

Designated areas shall be posted as "Restricted Access" in accordance with the requirements of ATS-310, Section 2.12, "Restricted Access Area Signage," and shall be used in conjunction with a chemical hazard posting that includes the following additional wording:

DANGER
CHEMICAL
(Insert appropriate chemical name)
CANCER HAZARD, REPRODUCTIVE TOXIN HAZARD,
OR HIGHLY TOXIC SUBSTANCE
(insert appropriate hazard)
AUTHORIZED PERSONNEL ONLY

Before exiting the designated area, employees are required to remove all PPE in a pre-designated collection area.

Upon exiting the designated areas, employees shall be required to:

- Wash hands, forearms, face, and neck before starting other activities or prior to eating, drinking, smoking, applying cosmetics, etc., and
- After the last exit of the day, shower upon removal of contaminated clothing.

7.4 Procedures for Safe Removal of Contaminated Waste

Prior to disposal, PPE, scrap, containers, debris, or other laboratory equipment contaminated with particularly hazardous substances shall be placed and stored in sealed bags or other closed containers designed to prevent dispersion of the particularly hazardous substance. These containers shall bear the particularly hazardous substances hazard warning labels (carcinogen or reproductive toxin), as applicable to the material, if the material is not managed as a Resource Conservation and Recovery Act hazardous or Washington State dangerous waste. Substances of high acute toxicity are already covered by applicable hazardous waste criteria.

All particularly hazardous substances shall be handled as hazardous waste according to the requirements of the following laboratory waste procedures:

- ATS-LO-100-151, *Laboratory Waste Generation*
- ATS-LO-110-129, *Generation of Nonradioactive Waste and Recyclable Material*

7.5 Contamination Protection and Decontamination

7.5.1 Contamination Control

- a. All surfaces shall be maintained free, as practicable, of visible accumulations of chemical contamination (i.e., any unwanted material that can be removed from surfaces by means, such as casual contact, wiping, brushing, or washing).
- b. If contamination with the following materials is reasonably anticipated to occur, procedures or test plans must include methods to control that contamination when the concentrations of the chemical are greater than or equal to that listed.

Substance Specific OSHA Carcinogens	Concentration
Inorganic Arsenic	0.1%
Lead	0.1%
Chromium (IV) Compounds	0.1%
Cadmium	0.1%
1,2-Dibromo-3-chloropropane	0.1%
Acrylonitrile	0.1%
Formaldehyde	0.1%
Methylenedianiline	0.1%
Methylene Chloride	0.1%
Beryllium	0.1%

- c. If leaks or spills are likely to occur, methods to detect exposure, including monitoring or visual inspections, shall be incorporated, as applicable, to the material being handled.
- d. Prior to eating, drinking, smoking, applying cosmetics, etc., employees should, at a minimum, wash their hands after using any particularly hazardous substance in non-designated areas (see Section 7.3 for designated areas).
- e. When using occupational carcinogens, reproductive toxins or highly toxic chemicals, personnel shall protect laboratory vacuum pump systems from contamination.
- f. Refer to the following procedures for additional requirements associated with using laboratory vacuum trap systems:
 - *(ASPC Employees) LO-110-130, Laboratory Vacuum Trap Setup and Operation*
 - *(TOC Employees) ATS-LO-110-130, ATS Laboratory Vacuum Trap Setup and Operation*

7.5.2 Decontamination

If methods to inactivate or treat the chemical component are available (e.g., water washdown of acrylonitrile), these methods shall be incorporated into procedures prior to cleaning equipment, performance of maintenance, or repair activities on contaminated equipment, or disposal of contaminated materials (including contaminated PPE).

7.5.3 Surface Cleaning

- a. If vacuuming is used to clean up material, high-efficiency particulate air filters or other methods that prevent dispersing of the material shall be used.
- b. Methods that should not be used to remove contamination if there is a potential that material can be dispersed include:

- Compressed air
- Blowing or shaking
- Dry brushing, shoveling, or sweeping

7.5.4 Equipment and Glassware Cleaning

For equipment and glassware, personnel shall follow the specific decontamination instructions.

Refer to the following procedures for additional requirements:

- (ASPC Employees) LO-190-141, *Decontamination Equipment*
- (TOC Employees) ATS-LO-190-141, *ATS Decontaminate Equipment*

7.6 Additional Controls

- 7.6.1 Ensure that less hazardous substitutes are evaluated for each occupational carcinogen, reproductive toxin, or highly toxic chemical purchased. Include this information with the written justification required for the procurement of these chemicals.
- 7.6.2 Ensure the potential for employee exposure is assessed for each occupational carcinogen, reproductive chemical (mutagen or teratogen), or highly toxic chemical (see Section 7.1, “General Requirements”).
- 7.6.3 Ensure that engineering controls and PPE requirements are incorporated into chemical- and activity-specific procedures (see Section 5.0, Control Strategies).
- 7.6.4 Ensure chemical labeling clearly designates the chemical product as an occupational carcinogen, reproductive toxin, or highly toxic chemical. Products that can be demonstrated as having no exposure potential do not require labeling.
- 7.6.5 Ensure employees have documented training appropriate to the use of each occupational carcinogen, reproductive toxin, or highly toxic chemical used. (See Section 11.0.)
- 7.6.6 Ensure employees who are exposed to occupational carcinogens, reproductive toxins, or highly toxic chemicals at predictable or anticipated levels have an Employee Job Task Analysis (EJTA) completed that addresses these chemicals. Refer to the following procedures for additional information related to the use of EJTA:
- (ASPC Employees) ATL-MP-1028, *ATL Health and Safety Plan*
 - (ASPC Employees) ATL-MP-1037, *Worker Safety and Health Program*
 - (TOC Employees) TFC-ESHQ-S_IH-C-17, *Occupational Medical Qualification and Monitoring*.
- 7.6.7 Potential exposures for nonroutine activities are identified through job hazard or job safety analysis or other similar processes.

8.0 CHEMICAL PROCUREMENT, STORAGE, AND DISTRIBUTION

Chemicals used for laboratory use shall be procured, received, stored, and disposed of in accordance with:

- (ASPC Employees) LO-150-063, *Chemical Management*
- (TOC Employees) ATS-LO-150-063, *ATS Chemical Management*
- (ASPC Employees) ATL-MP-1016, *Interface Control Document Between ATL and 222-S Facility Steward*
- (TOC Employees) CH2M-0601655, *Administrative Interface Agreement*

Before any manufacturer provided laboratory-use chemicals are used or stored at the 222-S Laboratory Complex, an MSDS MUST be available in the Hanford Site MSDS database (Hanford website is: <http://www7.rl.gov/msds/>).

8.1 Procurement of Chemicals

All laboratory-use chemicals shall be procured through the Standards Laboratory chemical custodian and be approved by the 222-S Laboratory Complex Chemical Management POC. Additional procurement approvals are required by the above listed procedures for new laboratory chemicals, particularly hazardous substances, and certain high-risk chemicals.

8.1.1 New Chemicals. Laboratory-use chemicals that have not been ordered previously shall be approved by the laboratory industrial hygienist, environmental, and when applicable, radiological control and quality assurance.

8.1.2 Particularly Hazardous Substances. New laboratory-use chemicals that are occupational carcinogens, reproductive toxins, or highly toxic shall have written justification for their procurement and shall be approved by the laboratory industrial hygienist. Prior to purchasing particularly hazardous substances for the first time, the following items should be considered during justification:

- Does this material have an associated exposure limit (e.g., PEL, TLV, OEL)?
- Is there published acute toxicity data (e.g., Oral Rat LD50) for this material?
- Can a lower concentration product be used?
- Is the quantity of material being purchased the smallest amount needed to perform the work?
- Has management been notified that this substance is being used so that the appropriate EJTA's can be evaluated for its use?
- Has the process where this substance is going to be used been defined in laboratory procedures?
- Has the location where this work is going to be completed been identified?
- Have methods to control surface contamination, including leaks and spills, been evaluated?
- Is a plan available to ensure that the work area is decontaminated?

8.1.3 High-Risk Chemicals. Laboratory-use chemicals that may pose a higher hazard or risk when purchased in large quantities are specified in the chemical management procedures

listed above. These chemicals require approval by the laboratory industrial hygienist and laboratory engineering. ALL quantities of explosive chemicals, highly toxic chemicals, Class 4 oxidizers, pyrophoric chemicals, or chemicals that reactive explosively with water require this additional level of approval.

8.2 Receipt of Chemicals

Except for nuclear materials that are required to be managed in a material balance area, laboratory-use chemicals shall all be received by a laboratory chemical inventory POC, have a bar code assigned to it, logged into the chemical inventory tracking system and placed into an predetermined storage area.

8.2.1 Nonradioactive laboratory-use chemicals shall be delivered to 222-SA, Room 1; and

8.2.2 Radioactive laboratory-use chemicals shall be delivered to 222-S, Door 13

For nuclear materials that are required to be managed in material balance areas (MBA), refer to ATS-LO-180-105, *Operation of the MBAs and Transfer of Nuclear Material*.

8.3 Storage of Chemicals

Chemicals should be stored in accordance with the recommendations of the manufacturer, such as those specified in the material's MSDS or container label, and according to their compatibility with other materials. This includes manufacturer's recommendations for temperature, moisture, and humidity control.

Incompatible chemicals must be appropriately segregated from each other. Segregation may be achieved through the use of separate containment devices, such as bins, trays, beakers, or other storage containers. Containment devices must be capable of storing the full volume of the largest container stored in the area and must be constructed of a material compatible with the chemical being stored. Segregation may also be achieved through the use of separate storage cabinets, especially those specifically designed as chemical cabinets, such as acid storage cabinets or NFPA-approved flammable liquid cabinets.

At a minimum, the following groups of chemicals SHALL be stored separately:

- Oxidizers. Store away from flammable and combustible materials (e.g., ethanol, hexane, paper) and reducing agents (e.g., hydroxylamine hydrochloride, chloramine-T, etc). Common oxidizers in the laboratory include 30% hydrogen peroxide solutions, potassium persulfate, and fuming nitric acid (also a corrosive).
- Flammable and combustible materials. Store flammable solids (e.g., metal powders, alkyl metals, and charcoal) separately from flammable liquids (e.g., ethanol, hexane, toluene). Flammable and combustible liquids should be stored in an area segregated for flammable liquids. Refer to ATS-310, Section 9.8, "Control of Flammable Liquid Storage Cabinets," for additional requirements associated with the storage of flammable and combustible materials. Flammable and combustible liquids that require additional storage in refrigerators or freezers must be stored in those refrigerated units that conform to the requirements of NFPA 45, *Standard on Fire Protection for Laboratories Using Chemicals*.

- Corrosive materials. Store acids (e.g., nitric acid, hydrochloric acid, and sulfuric acid) separately from bases (e.g., sodium hydroxide and ammonium hydroxide). All corrosive materials should be stored away from flammable and combustible materials.

Some chemicals, such as glacial acetic acid (e.g., flammable and corrosive) or nitric acid (e.g., oxidizing and corrosive) require segregation from other chemicals with similar hazards due to their potential to be incompatible with other reagents with similar hazards.

Generally, laboratory chemicals should not be stacked because of the different container shapes and sizes. However, if the chemicals are stored in containers or outer packages that are capable of being stacked, then the chemical containers should be stacked in such a manner that they will not be unstable, fall, and cause a spill.

Chemical storage locations must be kept clean and orderly, and all containers tightly covered or closed when not in use. When possible, newly received chemicals should be rotated with existing stock in a first in, first out rotation. See ATS-GD-1055, *Common Definitions Associated with Chemical Hygiene and Chemical Management*, for definitions of various chemical hazards.

8.4 Distribution and Movement of Chemicals

Distribution of chemicals includes movement of chemicals within the 222-S Laboratory Complex and distribution of chemicals to users both within the 222-S Laboratory Complex and to groups outside the 222-S Laboratory Complex.

When moving hazardous chemicals in breakable containers within the 222-S Laboratory Complex, personnel shall place the container within unbreakable secondary containment or on an appropriate cart that would allow the safe movement of the container in order to prevent an accidental breakage. This requirement does not apply to working with a chemical in an immediate work area, a hood, or bench top. If the movement of the chemical is to a new location, Standards Laboratory personnel shall be notified in accordance with the requirements of ATS-LO-150-063/LO-150-063.

When distributing chemicals from the 222-S Laboratory, ensure chemicals are shipped in accordance with TFC-PLN-58, *Chemical Management Plan*.

When distributing to entities outside of the 222-S Laboratory Complex, a copy of the MSDS for each chemical comprised in the standard or reagent must be provided, and the chemical must be labeled in accordance with the requirements of 29 CFR 1910.1200, *Hazard Communication* (see Section 9.2).

9.0 SIGNS AND LABELS

9.1 Signs

All laboratories shall prominently display signs with the following information.

- 9.1.1 Laboratory Complex emergency response boards shall display all emergency telephone numbers, including the phone numbers of the building operations lead (also known as the facility operations manager).

- 9.1.2 Entrances to laboratories shall be posted with signs to warn emergency personnel of unusual or severe hazards that are not related to the fire hazard.
- 9.1.3 Equipment location signs shall indicate safety showers, eye wash stations, first aid stations, fire protection equipment, and exits.
- 9.1.4 Refrigerators and freezers in laboratory areas shall be marked for its intended use (e.g., chemical storage, sample storage, flammable liquid storage, etc.).
- 9.1.5 Signs shall, if necessary, indicate use of occupational carcinogens, reproductive toxins, and highly toxic chemicals in designated areas.

Refer to TFC-ESHQ-S-STD-18, *Safety Signs, Tags, Barriers, and Color Coding*, for additional guidance in the posting and design of signs.

9.2 Labels

- 9.2.1 Ensure each chemical container used or stored at 222-S Laboratory has a legible, prominently displayed label with the chemical identification and health and safety information as a minimum. Labels are not required on containers (e.g., flasks and beakers) that are intended only for the immediate use by the laboratory personnel and are not left unattended; however, labeling even these containers is a good practice. Containers that are in the process of being analyzed are exempt from this requirement.
- 9.2.2 Standards Laboratory personnel shall follow the requirements of LO-120-001, *Labeling of Standards and Reagents by Standards Laboratory Personnel*, when labeling standards and reagents.
- 9.2.3 When labeling secondary containers used in the laboratory, personnel shall follow the requirements of:
 - (ASPC Employees) LO-120-007, *Proper Labeling of Secondary Containers at the 222-S Complex*
 - (TOC Employees) ATS-LO-120-007, *ATS Proper Labeling of Secondary Containers at 222-S Complex*
- 9.2.4 When distributing to entities outside of the 222-S Laboratory Complex, each chemical container must be labeled in accordance with the requirements of 29 CFR 1910.1200, *Hazard Communication*, and must include NFPA health, flammability, and instability hazard ratings, specific hazard information, target organ information, and Hanford site MSDS numbers. The Hanford Site uses the labeling system specified in NFPA 704, *Standard System for the Identification of Hazardous Materials for Emergency Response*. Fluor Hanford MSDS administrator is the only Hanford approved source for the hazard information needed to comply with the NFPA 704. If the Hanford Site MSDS Administrator is not available, the Laboratory Chemical Management POC, Chemical Hygiene Officer, or Industrial Hygienist may be contacted directly.

10.0 WASTE GENERATION

Before generating waste at the 222-S Laboratory Complex, the responsible chemist or technical authority will evaluate all impacts in accordance with:

- ATS-310, Section 6.3, “222-S Laboratory Complex PCB Waste Management”
- ATS-310, Section 6.4.5, “Waste Stream Fact Sheet Development and Issuance (Predesignation of Waste)”
- ATS-LO-100-151, *Laboratory Waste Generation*
- ATS-LO-110-129, *Generation of Nonradioactive Waste and Recyclable Materials*

11.0 EMPLOYEE INFORMATION AND TRAINING

Training requirements shall be met through employee chemical hygiene plan training, the Hanford General Employee Training (HGET), the facility orientation course, the facility emergency response course (Facility Emergency & Hazard Information Checklist [FEHIC]), and the procedure-specific training, such as employee qualification cards and on-the-job training (OJT). This training shall include information on methods and observations that may be used to detect the presence or release of a hazardous chemical, physical and health hazards of chemicals in the work place, and measures employees can take to protect themselves from these hazards including personal avoidance of routine exposures and training on the general classes of chemicals likely to be encountered. In addition, training on new procedures shall include information on hazards and methods to protect employees from exposure to those hazards.

Training shall be provided at the time of an employee’s initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations. The HGET and FEHIC training require annual refresher training. Significant revisions to procedures are communicated through OJT, required reading assignments, or other means, as determined by the procedure technical authority.

This chemical hygiene plan, the documents referenced in this plan, chemical hygiene plan training, and OJT provide the necessary hazard communication information to meet OSHA requirements. Training records are documented in accordance with:

- (ASPC Employees) ATL-312, Section 5.01, “ASPC Training Records, Scheduling, and Administration”;
- (TOC Employees) TFC-BSM-TQ-MGT-C-04, *Training Records Administration*.

12.0 MEDICAL CONSULTATION AND EXAMINATIONS

12.1 Conditions Warranting Additional Medical Consultation or Examinations

Employees who work with hazardous chemicals shall be provided an opportunity to receive appropriate medical consultation or examination, including follow-up examinations when determined necessary by the examining physician, under the following situations:

- a. A spill, leak, exposure, or other event has occurred that may have resulted in personnel exposure to a hazardous concentration of a chemical,
- b. Exposure monitoring revealed the air concentration of a chemical is routinely above the action level (see Section 5.4),
- c. Personnel develop signs or symptoms associated with exposure to a hazardous chemical, or
- d. Personnel believe they have had a pre-1998 exposure to hazardous agents.

For additional requirements associated with responding and reporting exposures and accidents, refer to:

- (*ASPC Employees*) ATL-312, Section 10.02, "Responding and Reporting Injuries, Illnesses, and Accident Events"
- (*TOC Employees*) TFC-ESQH-S_CMLI-C-02, *Injury and Illness Events*

12.2 Information Provided to Physician

The following information will be provided, if available, to the physician by TOC and/or ASPC:

- The identity of the hazardous chemical(s) to which the employee may have been exposed,
- A description of the conditions under which the exposure occurred, including quantitative exposure data; and
- A description of the signs and symptoms that the employee may be experiencing.

12.3 Physician Response Requirements

When medical consultation or attention is required because of use or exposure to toxic materials, the Hanford health care provider physician's written opinion shall include the following items as required by 29 CFR Part 1910.1450:

- a. Recommendations for medical follow-up.
- b. Results of the medical examination and any associated tests.
- c. Any medical condition revealed during the examination that may place the employee at an increased health risk if exposed to a hazardous chemical found in the work place.
- d. Statement that the physician has informed the employee of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

Additional information related to medical monitoring or surveillances can be found in:

- (ASPC Employees) ATL-MP-1028, *ATL Health and Safety Plan*
- (TOC Employees) TFC-ESHQ-S_IH-C-17, *Occupational Medical Monitoring/Employee Job Task Analysis (EJTA)*.

The Hanford health care provider is responsible for providing the physician's written opinion.

13.0 SPILLS AND ACCIDENTS

13.1 Emergency Plan Requirements

Laboratory chemical-related spills and accidents are addressed in the FEHIC training, which is required annually. Elements that must be addressed include the following:

- Chemical contamination in the eye
- Skin contact with chemicals
- Ingestion of chemicals
- Inhalation
- Chemical spills within the laboratory
- Emergency training.

Emergency actions that are unique to a particular chemical shall be included in the chemical-specific procedures. In general, if skin comes in contact with a hazardous material, flush the affected area for 15 minutes while removing contaminated clothing, and call 911 or 373-3800 (from a cellular phone) for emergency assistance. For hydrofluoric acid exposures, flush for 5 minutes; then continually apply calcium gluconate gel until emergency help arrives.

13.2 Spills

If a hazardous chemical spill occurs, personnel must respond by:

- a. **SWIM** (Stop, Warn Others, Isolate Area, Minimize Exposure)
- b. **Ensure** you are in a safe, upwind location
- c. **Notify** Building Emergency Director at 373-2435
- d. If needed, **notify** Patrol Operations Center at 373-3800 (from cellular phone) or 911.

Cleanup and recovery personnel must use appropriate PPE when dealing with spills of hazardous chemicals.

13.3 Methods to Detect Spills or Releases

In the absence of real-time monitoring, laboratory employees should rely on their senses to detect spills or releases. Below are some general questions that employees can ask themselves to determine if there has been a spill or release of hazardous chemicals.

- Has the container tipped over?
- Are there any liquids or solids that have accumulated around the chemical container?
- Does the container have residue on it?

- Does the container or its labeling show signs of deterioration, such as cracking, yellowing or brittleness?
- Is the container or area around the container tacky, slippery, or sticky?
- Is there an unusual smell or odor near the container or in the storage area? and
- Is there an unfamiliar or new noise, such as hissing or rattling, around the container?
- Have the rad levels suddenly elevated?

Laboratory employees should also rely on the symptomatic responses of their body, such as:

- Do you feel dizzy, light-headed, or nauseated?
- Is there an irritating or burning sensation around the eyes, nose or mouth?
- Is there an unusual soapy, metallic, bitter, or pungent taste in the mouth?

14.0 CORRECTIVE ACTION

Incidents, accidents, or occurrences requiring corrective action or tracking will be documented in accordance with the following documents:

- *(ASPC Employees)* ATL-312, Section 9.04, "ATL Corrective Action Management"
- *(TOC Employees)* TFC-ESHQ-Q_C-C-01, *Problem Evaluation Request*.

15.0 ANNUAL REVIEW

An annual review of the chemical hygiene plan shall be performed by members of the Chemical Hygiene committee.

15.1 Annual Review Elements

- 15.1.1 Review of the chemical hygiene plan for accuracy with current conditions and compliance with Hanford Site and OSHA requirements
- 15.1.2 Review of the training program for compliance with this chemical hygiene plan
- 15.1.3 Corrections made to address findings and observations
- 15.1.4 Documentation of the results of this evaluation.

16.0 FORMS

None

17.0 RECORDS

NOTE - The Hanford Site remains under a full moratorium on the destruction of record material until further notice.

The following records are generated by this procedure:

Record Description	Vital Record Y/N	QA Record Y/N	QA Record Retention L/NP	NARA Retention Schedule	Other Retention Requirements	Records Custodian
Chemical Hygiene Committee meeting minutes	N/A	N	N/A	ADM-18-11.1.c	N/A	CHO

These records are handled and maintained in accordance with applicable records management standards and procedures. They will be included on appropriate information inventories and recorded on an approved Records Inventory and Disposition Schedule form.

Lists of chemical information (e.g., Particularly Hazardous Substances) that are posted on the 222-S Laboratory/ASPC web pages by the 222-S CHO, as specified in Section 3.4, are information copies and are only retained electronically until the lists are reviewed and/or updated.

Records taken to monitor employee exposures shall be maintained in accordance with the requirements of TFC-ESHQ-IH-STD-03, *Exposure Monitoring, Reporting, and Records Management*.

Records associated with employee's medical consultation and examinations (including tests or written opinions) shall be maintained by AdvancedMed Hanford as required by their contractual responsibilities.

18.0 SOURCES

18.1 Requirements

10 CFR Part 851, "Worker Safety and Health Program"

29 CFR Part 1910.1200, "Hazard Communication"

29 CFR Part 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories"

29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances"

29 CFR 1910, Subpart I, "Personal Protective Equipment"

DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*

18.2 References

29 CFR Part 1910, "Occupational Safety and Health Standards"

ACGIH, *TLVs and BEIs, Threshold Limit Values for Chemical Substances and Physical Agents, Biological Exposure Indices*, American Conference of Governmental Industrial Hygienists, Cincinnati, Ohio

ANSI Z87.1, *Occupational and Educational Personal Eye and Face Protection Devices*

ANSI Z89.1, *Industrial Head Protection*

ASTM F2413-05, *Standard Specification for Performance Requirements for Foot Protection*

ATL-312, Section 9.04, "ATL Corrective Action Management"

ATL-312, Section 10.02, "Responding and Reporting Injuries, Illnesses, and Accident Events"

ATL-312, Section 10.03, "Industrial Hygiene Program and Interfaces"

ATL-MP-1016, *Interface Control Document Between ATL and 222-S Facility Steward*

ATL-MP-1022, *ATL Safety and Health Policy*

ATL-MP-1028, *ATL Health and Safety Plan*

ATL-MP-1035, *Control of Working Hours and Working Alone*

ATL-MP-1037, *Worker Safety and Health Program*

ATS-310, Section 1.5, "Entry Control"

ATS-310, Section 6.3, "222-S Laboratory Complex PCB Waste Management"

ATS-310, Section 6.4, "222-S Laboratory Complex Waste Management Program"

ATS-310, Section 6.4.5, "Waste Stream Fact Sheet Development and Issuance (Predesignation of Waste)"

ATS-310, Section 9.2, "Safety Inspection Programs"

ATS-310, Section 9.8, "Control of Flammable Liquid Storage Cabinets"

ATS-310, Section 11.12, "Shift Turnover and Minimum Staffing Guidelines for 222-S Laboratory Complex"

ATS-LO-100-151, *Laboratory Waste Generation*

ATS-LO-110-129, *Generation of Nonradioactive Waste and Recyclable Materials*

ATS-LO-120-007, *ATS Proper Labeling of Secondary Containers at 222-S Complex*

ATS-LO-150-062, *Management of Reactive and Time-Sensitive Chemicals in the Laboratory*

ATS-LO-150-063, *ATS Chemical Management*

ATS-LO-161-003, *ATS Fume Hood Use in the Radiological Controlled Laboratory*

ATS-LO-180-105, *Operation of the MBAs and Transfer of Nuclear Material*

ATS-MP-1009, *Hazard Communication Program*

DOE/EH-0197, Issue No. 2003-02, "Safe Management of Shock-Sensitive Chemicals,"
Department of Energy Office of Worker Protection, Policy

IARC *Monographs Database on Carcinogenic Risks to Humans*, International Agency for
Research on Cancer (<http://monographs.iarc.fr/>)

LO-120-001, *Labeling of Standards and Reagents by Standards Laboratory Personnel*

LO-120-007, *Proper Labeling of Secondary Containers at 222-S Complex*

LO-150-063, *Chemical Management*

LO-161-003, *Fume Hood Use in the Radiological Controlled Laboratory*

National Research Council, 1995, *Prudent Practices in the Laboratory*, National Academy Press,
Washington, District of Columbia

NFPA 1, *Uniform Fire Code*

NFPA 45, *Standard on Fire Protection for Laboratories Using Chemicals*

NFPA 430, *Code for the Storage of Liquid and Solid Oxidizers*

NFPA 704, *Standard System for the Identification of Hazards of Materials for Emergency
Response*

NIOSH, *Occupational Health Guidelines for Chemical Hazards*, National Institute for
Occupational Safety and Health (<http://www.cdc.gov/niosh/chem-inx.html>)

NTP, *Report on Carcinogens*, US Department of Health and Human Services, National
Toxicology Program, Washington, District of Columbia

TFC-BSM-TQ-MGT-C-04, *Training Records Administration*

TFC-ESHQ-IH-STD-03, *Exposure Monitoring, Reporting, and Records Management*

TFC-ESHQ-Q_C-C-01, *Problem Evaluation Request*

TFC-ESHQ-S_CMLI-C-02, *Injury and Illness Events*

TFC-ESHQ-S_IH-C-05, *Respiratory Protection*

TFC-ESHQ-S_IH-C-17, *Occupational Medical Monitoring/Employee Job Task Analysis (EJTA)*

TFC-ESHQ-S_IS-C-02, *Personal Protective Equipment*

TFC-ESHQ-S_SAF-C-03, *Control of Working Hours and Working Alone*

TFC-ESHQ-S-STD-18, *Safety Signs, Tags, Barriers, and Color Coding*

TFC-PLN-34, *Industrial Hygiene Exposure Assessment Strategy*

TFC-PLN-47, *Worker Safety and Health Program*

TFC-PLN-58, *Chemical Management Plan*

TFC-POL-14, *CH2M HILL Safety and Occupational Health*

Appendix A. Personnel Protective Equipment

This attachment provides guidance to help identify appropriate materials for personnel protective equipment (PPE). Much of this guidance is directed towards gloves because hands are the most likely place for chemical contact and glove materials are the most highly variable. Employees must wear the most stringent protective clothing when comparing chemical requirements and radiological requirements. Particularly with organic materials, permeation of the glove may occur without noticeable deterioration.

The following chart is intended only as a guide to enable informed decisions on which glove is more effective for a given chemical. The values listed are for breakthrough times, totally immersed, at room temperature, in minutes. Data is compiled from information published by Oklahoma State University, Best Manufacturing Company, and Safety 4, Inc. When data has differed, the lowest value reported is listed below.

In laboratory use, gloves are to be changed immediately after coming into contact with any chemical.

Chemical ¹	Nitrile	Latex	Butyl	Neoprene	Silver Shield	Viton
Acetic Acid	5	21	480	360	> 480	> 480
Acetone	3	2	139	2	1440	0
Acetonitrile	< 5	0	> 480	< 10	1440	> 480
Ammonium Hydroxide, 29%	360	90	> 480	360	> 240	> 480
Aqua Regia	> 480	< 5	> 480	45	> 240	> 480
Benzene	2	0	34	1	480	117
Bleach	> 480		> 480	> 480	> 240	> 480
Butanol (Isobutanol)	24	1	> 480	10	480	> 480
2-Butoxyethanol	> 480		> 480	229	> 240	> 480
Carbon Disulfide	1	1			1440	> 480
Cyclohexane	38	1	13	6	> 480	> 480
Dimethylsulfoxide (DMSO)	28	79	> 480	60	> 480	232
Ethanol	24	12	> 480	49	> 480	> 480
Ethyl Ether	2		19	7	> 480	29
Formaldehyde, 37%	> 480	6	> 480	120	> 480	> 480
Hexane	20	4	7	3	1440	> 480
Hydrochloric Acid, 37%	360	290	> 480	360	> 240	> 480
Hydrofluoric Acid, 48%	45	90	> 480	60	> 240	185
Hydrogen Peroxide, <50%	> 360	> 360	> 480	5	> 480	> 480

Chemical ¹	Nitrile	Latex	Butyl	Neoprene	Silver Shield	Viton
Isopropanol	11	7	> 480	90	> 480	> 480
Kerosene	> 360	< 5	9	87		> 480
Methanol	7	1	> 480	15	> 480	> 480
Methylene Chloride	1	4	7	0	114	7
Methyl Ethyl Ketone (2-Butanone)	3.6	1.2	49	14	> 1440	
Methyl Isobutyl Ketone	12	6	282	15	> 480	0
Nitric Acid, <70%	5	< 5	> 480	79	> 40	> 480
Oxalic Acid	360	360		360	> 480	
Phosphoric Acid, 85%	360	360	> 480	360	> 240	> 480
Potassium Hydroxide, 45%	360	79	> 480	90	> 240	> 480
Pyridine	5	2	50	1	> 480	133
Sodium Hydroxide, 50%	360	360	> 480	360	> 480	> 480
Stoddard Solvent	240	< 5	77	180		> 480
Sulfuric Acid, 97%	5	< 5	> 480	70	120	> 480
Tetrachloroethylene	5	< 1	7	14	1440	> 480
Tetrahydrofuran	0	1	24	1	> 480	0
Toluene	< 5	0	7	1	1440	238
Trichloroethane	1	1	13	2	> 480	> 480
Trichloroethylene	< 5	0	3	1	> 1440	24
Xylene	< 5	1	0	3	> 1440	> 480

¹Breakthrough values in minutes, for immersion at room temperature.

Appendix B. Additional Information

The following web links provide additional information on subjects such as carcinogens, reproductive toxins, laboratory safety, etc. The hyperlinks listed below were current at the time this procedure was released; however, they may or may not be current when accessed. The information posted on these web pages has not been verified and should be used for additional information only. Contact the laboratory Chemical Hygiene Officer or the Industrial Hygienist for additional assistance with a chemical that may be indicated as having a high health or physical hazard.

Agency for Toxic Substances and Disease Registry (ATSDR)	http://www.atsdr.cdc.gov
Centers for Disease Control and Prevention	http://www.cdc.gov/
Chem Info Net	http://www.cheminfonet.org/
DOE Office of Environment, Safety and Health	http://www.eh.doe.gov/index.html
DOE Chemical Safety Program	http://www.eh.doe.gov/chem_safety/
Environmental Defense Scorecard	http://www.scorecard.org
Environmental Protection Agency	http://www.epa.gov/
ExPub ¹	http://www.expub.com/index.aspx?Login=AUTO
International Agency for Research on Cancer (IARC)	http://www.iarc.fr/
Medical Dictionary Online	http://www.online-medical-dictionary.org/
MSDS Hyper Glossary	http://www.ilpi.com/msds/ref/index.html
National Institute for Occupational Safety and Health	http://www.cdc.gov/niosh/homepage.html
National Toxicology Program (NTP)	http://ntp-server.niehs.nih.gov/
New Jersey Right to Know Hazardous Substance Fact Sheets	http://web.doh.state.nj.us/rtkhsfs/indexfs.aspx
Occupational Safety & Health Administration	http://www.osha.gov/
State of California's Office of Environmental Health Hazard Assessment, Proposition 65, "Safe Drinking Water and Toxic Enforcement Act of 1986"	http://www.oehha.ca.gov/prop65.html

¹ Available Hanford Technical Library. Link may require pasting into browser so the auto login feature functions.